



CHECKLIST FOR EMPLOYERS OF NURSES MONITORED BY THE ALABAMA BOARD OF NURSING

Do you know the designated ABN point of contact for the monitored nurse (see below)?

Voluntary Disciplinary Alternative Program (VDAP Agreement, license status “Active”)

Phone: 334-293-5227

Probation (Order, license status: “Suspension” or “Active/Probation”)

Phone: 334-293-5229

Does the facility have a complete copy of the Agreement or Order, for the employment record?
(Note: If the nurse is monitored in VDAP and successfully completes the VDAP Agreement, it is not a public record.)

Are the monitored nurse’s duties consistent with the Employment Restrictions in the Agreement or Order?

Are the scheduled hours (per two-week period) of the monitored nurse compliant with the Employment Restrictions in the Agreement or Order?

Have you identified one or more employment monitors (RN may monitor RN or LPN; LPN may monitor LPN) who will be on duty when the monitored nurse is on duty?

Are the monitors aware of their responsibility to report to the supervisor any odd or suspicious behavior relating to drug usage or appropriation, inappropriate behavior, or problems related to the practice of nursing by the monitored nurse?

Has a supervisor been identified for submission of online quarterly reports? These reports should accurately report hours worked (not scheduled), job performance, attendance, and any problems that arose during the quarter. A copy of the submitted report should be printed and retained in the employment record.



Is the supervisor aware of the due dates for submission of the online Employer Quarterly Report (see below)?

Quarterly report for October 1 – December 31 becomes available January 1 and is due by January 10.

Quarterly report for January 1 – March 31 becomes available April 1 and is due by April 10.

Quarterly report for April 1 – June 30 becomes available July 1 and is due by July 10.

Quarterly report for July 1 – September 30 becomes available October 1 and is due by October 10.

Is the supervisor aware of their responsibility to immediately notify the designated ABN point of contact (above), should there be a problem involving the nurse, including employment termination or suspension? The supervisor should not wait until the quarterly report to report this conduct to the Board. If the monitored nurse is still employed at the time the next quarterly report is due, it should be completed and submitted.

Is the monitored nurse restricted from access to controlled substances (Employment-Access to Drugs or Employment-Access to Controlled Substances) in their Agreement or Order?

If Yes – ensure that the facility has blocked access.

Have you received the “Notification of Receipt of Order or Agreement” form from the monitored nurse? Complete and return the Notification form to the designated ABN point of contact within the stated time-period of the Agreement or Order and retain a copy for the employment record. Once this form is received by ABN, the supervisor will receive reporting instructions from the ABN. A copy of the form and the instructions should be retained in the employment record.